



## VIENNA POLICE DEPARTMENT

Office of the Chief of Police

Dear Sir or Madam:

The Vienna Police Department maintains an emergency information file to notify members of our business community of any emergency concerning their business.

We are requesting that you supply us with the necessary emergency information in the space provided below. We further request that you keep us informed of any changes in phone numbers or the person you wish to have contacted during an emergency.

The police department's Crime Prevention Section will also provide a free security inspection of your business. If you desire a security check please indicate in the box provided and they will contact you.

Your cooperation will be greatly appreciated.

Sincerely,

Colonel Robert A. Carlisle  
Chief of Police

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SECURITY CHECK ☐

IN CASE OF EMERGENCY ONE OF THE FOLLOWING PERSONS SHOULD BE NOTIFIED:

NAME OF BUSINESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_ OWNER'S HOME PHONE: \_\_\_\_\_

NAME OF EMPLOYEE TO BE NOTIFIED:

(1) \_\_\_\_\_ PHONE: \_\_\_\_\_

(2) \_\_\_\_\_ PHONE: \_\_\_\_\_

(3) \_\_\_\_\_ PHONE: \_\_\_\_\_